

U.S. Department
of Transportation

United States
Coast Guard



Commandant
United States Coast Guard

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Washington, DC 20593-0001
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COMDTNOTE 1500

31 DEC 1992

CANCELLED:

30 JUN 1993

COMMANDANT NOTICE 1500

Subj: CH-1 to the Training and Education Manual, COMDTINST
M1500.10B

1. **PURPOSE.** This Notice publishes Change 1 to the Training and Education Manual, COMDTINST M1500.10B.
2. **SUMMARY.** The major changes are summarized below; however, editorial changes which do not change the meaning are not noted.
 - a. Article 2.A.2.a - Revision/clarification of "A" School requirements.
 - b. Article 2.B.2. - Includes references to COMDTINST 1500.15 (series), United States Coast Guard Chief Petty Officer Academy.
 - c. Article 3.B.15.g - Clarification on Aviation Engineering Programs.
 - d. Article 3.D. - Clarification of the Tuition Assistance Program.
 - e. Enclosure (6) - Curriculum Outline Job Aid is removed and is being published as a separate manual.

DISTRIBUTION - SDL No. 130

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	2	2		2	2	1	2	1	1		1	1	1	1	1	1	1	1		1					
B		8	20	1	12	1		3	1	3	4	3	1	3	1	1	2	52	1	1	1	1	2	1	1	1
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NON-STANDARD DISTRIBUTION: B:c MLCLANT, MLCPAC (6 extra)

COMDTNOTE 1500

31 DEC 1992

3. ACTION. Remove and insert the following pages.

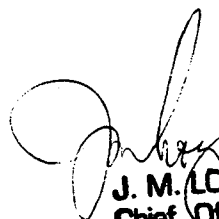
Remove

Page 2-5 through 2-26
Page 2-61 through 2-64
Page 3-19 through 3-22
Page 3-45 through 3-50
Enclosure (6)

Insert

Page 2-5 through 2-28
Page 2-61 through 2-64
Page 3-19 through 3-22
Page 3-45 through 3-50A

Area and district commanders, commanders maintenance and logistics commands, commanding officer of Headquarters units, chief of offices and special staff divisions in Headquarters shall ensure compliance with this Notice.


J. M. LOY
Chief, Office of Personnel
and Training

Encl: (1) CH-1 to COMDTINST M1500.10B

- 2.A.1.a. (4) Eligibility: Specified in the Recruiting Manual, COMDTINST M100.2 (series), Chapter 3 (regular) and Chapter 4 (Reserve).

b. Officer Candidate School (OCS).

- (1) Description: Prepares officer candidates to serve in the USCG active and Reserve components. The officer candidate program is designed to: (1) develop skills required of an officer, (2) develop those qualities, characteristics, and knowledge necessary for effective leadership; (3) familiarize individuals with the administrative practices, duties, authority, and organization of the USCG; (4) indoctrinate basic military principles, procedures, knowledge, skills, and discipline; (5) teach fundamental nautical and professional skills and knowledge; and (6) to determine suitability for commissioning.
- (2) Duration: 17 weeks.
- (3) Location: Reserve Training Center, Yorktown, Virginia.
- (4) Eligibility: Specified in the Personnel Manual COMDTINST M1000.6 (series), Chapter 1.

c. Direct Commission Officer Program (Officer Indoctrination Course):

- (1) Description: This course provides direct commissioned officers with basic knowledge of the organization, missions and duties of the USCG; and an introduction to the administrative leadership, and management duties of commissioned officers.
- (2) Duration: 4 weeks, course scheduled as needed.
- (3) Location: Reserve Training Center, Yorktown, VA.
- (4) Eligibility/prerequisites: Specified in the Personnel Manual COMDTINST M1000.6 (series), Chapter 1 and COMDTINST 1001.24 (series) (Aviators), COMDTINST 1120.11 (series) (Federal Maritime Academy graduates), and COMDTINST 1120.12 (series) (Law School graduates).

d. U. S. Coast Guard Academy:

- (1) Description: The Coast Guard Academy program is designed to train cadets in assuming the duties of junior officers aboard a vessel upon graduation. The Academy provides, by precept and example, an environment which encourages a high sense of honor, loyalty, cooperation, and obedience among cadets. The training objectives include navigation, seamanship, military justice and

- 2.A.1.d. (1) (cont'd) law, and activities performed during summer cadet cruises. Educational aspects and the general mission of the Academy are summarized in the Undergraduate section in this manual.
- (2) Location: U. S. Coast Guard Academy, New London, CT.
- (3) Duration: 4 years.
- (4) Eligibility/prerequisites: See Personnel Manual COMDTINST M1000.6 (series), Chapter 1, Section E.
2. Job Entry Level. The Coast Guard basic petty officer service courses are designed to meet the manpower training requirements at the specialty-entry level. The courses are taught in a formal school environment and the curriculums are based solely on the E-4 performance qualifications for a specific rating which are contained in the Enlisted Qualifications Manual COMDTINST M1414.8 (series).
- a. Enlisted Class "A" Courses (Basic Petty Officer Service Courses):
- (1) Description:
- (a) Eligibility. The applicant's commanding officer must ensure that the member applying for class "A" school training meets the prerequisites for the school, is motivated to complete the course, and motivated to make use of the training provided. Members must be eligible for transfer in accordance with the Personnel Manual COMDTINST M1000.6 (series). The precepts and objectives of the Coast Guard's Civil Rights/Human Relations Program shall be followed when selecting or recommending personnel for training.
- (b) Class "A" Courses. List of class "A" Schools, length of courses, locations, qualifying ASVAB/AFCT scores, medical requirements, necessary security clearances, and other miscellaneous requirements are listed in Appendix 3-1.
- (c) Armed Forces Classification Test (AFCT). The AFCT test is a multiple choice test administered to personnel trying to increase their Department of Defense Armed Services Vocational Aptitude Battery (ASVAB) scores. The ASVAB test is administered only to applicants initially entering the Coast Guard, and any retest taken to increase test scores to qualify for school would be the AFCT test. The AFCT consists of ten sub-tests which are outlined as follows.
1. General Science (GS)(25 items)-(11 minutes). Measures high school level knowledge of biology, medicine, chemistry and physics.

2.A.2.a.(1)(c) (cont'd)

1. Arithmetic Reasoning (AR)(30 items)-(36 minutes). This sub-test, often called "word problems", uses arithmetic skills to solve problems.
 2. Word Knowledge (WK)(25 items)-(11 minutes). A vocabulary test where a person is given a word and asked to choose which of four other words is closest in meaning.
 3. Paragraph Comprehension (PC)(15 items)-(13 minutes). Measures ability to acquire information from written passages.
 4. Numerical Operations (NO)(50 items)-(3 minutes). Arithmetic test which emphasizes speed and accuracy.
 5. Coding Speed (CS)(84 items)-(7 minutes). This sub-test, as with the Numerical Operations sub-test, emphasizes speed and accuracy. Code numbers are given for words and the answer sheet is marked accordingly.
 6. Auto & Shop Information (AS)(25 items)-(11 minutes). Measures knowledge of tools and terms associated with the repair and maintenance of vehicles.
 7. Mathematics Knowledge (MK)(25 items)-(24 minutes). Measures high school level knowledge of algebra, geometry, and trigonometry.
 8. Mechanical Comprehension (MC)(25 items)-(19 minutes). Shows pictures related to basic machines (i.e., pulleys, levers, gears, and wedges) and applicant must visualize how the pictured objects would operate.
 9. Electronics Information (EI)(20 items)-(9 minutes). Measures familiarity with electrical equipment, knowledge of electronics terminology, and ability to solve simple electrical problems.
- (d) Verbal Ability (VE) Standard Score. This is a combination of two AFCT sub-tests: (1) Word Knowledge (WK) and (2) Paragraph Comprehension (PC). The VE is obtained by adding the two raw scores and converting it to a VE Standard Score using the VE conversion table. This score indicates a persons overall verbal ability.

- (2) The following procedures apply to the AFCT.

- 2.A.2.a.(2)
- (a) The AFCT shall be administered to all enlisted applicants for basic petty officer courses or advanced training whose previous test scores are not available or not high enough to qualify member for training.
 - (b) District commanders and commanding officers of Headquarters units who hold the AFCT tests shall make arrangements for administering tests at their units for those under their command and are authorized to approve an initial retest of the AFCT for their personnel who have not previously been retested. A second retest may be requested via the chain of command from Commandant (G-PRJ) and shall state: (1) that at least 6 months have elapsed since last testing, (2) a positive improvement has been shown in educational background, language proficiency or experience, and (3) a positive reason for the retest (i.e., required for entrance to a specific school or program and waivers are not allowed). Retests may be for the entire AFCT or for individual sub-tests and scores will be entered in item 45 of the Achievement Sheet, CG-3303. Retest scores take precedence over scores previously entered even if the retest scores are lower than ones previously entered.
 - (c) Commanding officers of Headquarters units who have a need to administer the AFCT on a permanent basis shall forward their requests to Commandant (G-PRJ), stating who will administer the test, detailed justification as to why it is required, and the type of security container to be used.
 - (d) Commanding officers of Headquarters units who wish to administer the AFCT on a one time basis and have no need to hold the tests shall request them from Commandant (G-PRJ). All other units shall request them from their respective district commanders.
 - (e) Scoring of retest answer sheets shall be completed at the units authorized by Commandant (G-PRJ). All retest answer sheets shall be immediately forwarded to Commandant (G-PRJ). To avoid the possibility of compromise of the test, personnel scoring the answer sheets shall be instructed and cautioned against marking them in such a manner that they become a scoring key.
- (3) The following security measures shall be adhered to:
- (a) A commissioned officer shall be charged with the security of all test materials.

2.A.2.a.(3)

- (b) Handling of unwrapped tests, examiner's copies of tests, scoring keys, conversion tables, and completed answer sheets, shall be limited to personnel authorized in writing by the commanding officer to handle these materials. The commanding officer shall ensure that all personnel involved in AFCT testing are thoroughly briefed regarding their security.
- (c) A test log will be maintained at each unit holding and administering tests and the security of this log will be the same as for test booklets. The log will contain the name of the applicant tested, the date of the test, form number of the test, serial number of the test booklet, and name of the test administrator.
- (d) Test administrators shall ensure that the test booklets are page checked before testing and prior to an examinee leaving the room, that the time limits for each test are observed, that outside assistance is not available, that the applicant is adequately instructed, that the test is conducted in a location free from distraction, and the member is supplied with the proper materials.
- (e) All test booklets, scoring keys, and completed answer sheets shall be mailed via certified mail. The completed answer sheets may be mailed via first class mail. All material shall be double-wrapped and the inner envelope plainly marked "TO BE OPENED BY PERSONNEL AUTHORIZED TO HANDLE TEST MATERIALS". A cover letter, listing all material being forwarded, shall accompany the material with a copy stapled to the outside of the inner envelope.
- (f) When not in use, test material shall be stowed in metal cabinets secured by combination-type locks and if feasible, the container should be in a secure room.
- (g) A sight inventory shall be conducted at the end of each working day. Tests and scoring keys shall be inventoried by serial numbers. If a safe has not been opened during the day, this information will be noted in the inventory log and initialed by the custodian. Do not open the safe solely for inventory purposes. A complete inventory shall be conducted upon relief of custodian and a copy of the inventory sent to Commandant (G-FRJ) via the chain of command.
- (h) Test materials, with the exception of answer sheets, shall be used repeatedly. Persons designated to handle test material and one witness shall be responsible for destroying worn or defaced materials, which shall be

- 2.A.2.a.(3) (h) (cont'd) destroyed by burning, shredding, or pulverizing. The destruction report shall list serial numbers of material destroyed and signed by the personnel who completed the destruction. A copy of the destruction report shall be forwarded to the cognizant district commander (ap) with a copy to Commandant (G-PRJ). The original destruction report shall be kept by the unit performing the destruction and retained until the test ceases to be effective. Log all destroyed materials in the inventory log.
- (i) In the event that any test materials are lost or compromised, notify Commandant (G-PRJ) immediately by message stating: (1) date and place of loss or compromise, (2) circumstances surrounding loss or compromise, (3) initial determination of possibility of compromise, and (4) action taken to initiate investigation.
- (4) Waiver of ASVAB/AFCT Scores. If the applicant is highly recommended for class "A" school training but does not have the minimum ASVAB qualifying test scores, the commanding officer may waive up to five points of the total of two or more subtests required to be scored in combination to qualify the member. A single qualifying test score cannot be waived by the commanding officer. For example, to qualify for FT "A" school, an individual needs a minimum ASVAB score of MK+EI+GS of 171 but the applicant's ASVAB scores total 166. The commanding officer may waive the 5 points necessary to bring the member's total ASVAB score to 171 which will qualify the applicant for FT School. A single ASVAB score of 52 in AR is also needed to qualify for FT School. If the applicant's minimum ASVAB AR score is 51, the member does not qualify for FT School. The commanding officer cannot waive any part of this single score to qualify the member. Commanding officer's may request additional waivers, by letter, from Commandant (G-PRJ) with full justification and a statement concerning the amount of waiver already granted by the command.
- (5) Security Requirements. Personnel applying for schools that require a security clearance must be eligible for a Final Secret Security Clearance and be a U. S. Citizen. Radioman school applicants must also submit the necessary forms to obtain a Background Investigation. These forms must be attached to their Class "A" School Training Request, CG-5286.

- 2.A.2.a. (6) Aircrewman Physical Examination Requirements. Applicants applying for aviation class "A" schools must pass an aircrewman physical examination. The original and one copy of the completed Report of Medical Examination must be attached to the member's training request. Commandant (G-PRJ) will assign a delay code of "INC-PHY" to these applicants. Personnel assigned OUTCONUS may request assignment to an aviation class "A" school without completing the aircrewman physical but must complete this physical before they will be assigned to "A" school. Applicants in this category will be placed on the "A" school list with a delay code of "NO-PHY" assigned by Commandant (G-PRJ). Commandant (G-PRJ) will remove the delay codes of "INC-PHY" or "NO-PHY" when they are in receipt of the applicant's approved physical from Commandant (G-KOM). Class "A" School orders will not be issued to personnel until the delay codes are removed. The medical examination requirement is waived for those applicants who are changing from one aviation rating to another.
- (7) Pregnancy. Women who are pregnant and in receipt of orders to a Class "A" school must obtain a medical officer's statement, prior to execution of the orders, stating they are physically capable to enter training and that they will not enter their third trimester of pregnancy prior to completion of training. Women, unable to enter training due to pregnancy, will be placed in medical hold status and will receive orders to the first available scheduled class after they return to full duty status.
- (8) Conduct. Members must not have received NJP, courts-martial, or civil convictions for the 6 month period preceding their application to "A" school. The 6 month period starts from the date of conviction or when NJP was awarded. After submission of the application for "A" school and prior to execution of the orders, if the applicant receives a NJP, courts-martial, or civil conviction, Commandant (G-PRJ) shall be notified by message and the applicant's name will be removed from the "A" school list. Applicant may reapply for "A" school when eligible.
- (9) Change in rate. Petty officers, or Seaman/Fireman who have a designator and desire to change rate must submit their request, in letter form via the chain of command, to Commandant (G-PE) for approval. If the member desires to attend "A" school, in lieu of striking, their letter must include a completed copy of their Class "A" School Training Request, CG-5286. Those requesting an aviation class "A" school must also attach a copy of their completed aircrewman physical examination. Commandant (G-PE) will notify the member of approval or disapproval of their request. If their request was approved for "A" school,

- 2.A.2.a.(9) (cont'd) the reply will include a signature date. This date will be used to determine member's standing on waiting list. Petty Officers will no longer have priority, but will compete with E3's based on signature date.
- (10) Ineligible applicants. Members rated or designated through a striker program are not eligible for Class "A" schools of the same rating. Personnel who have been promoted to petty officer status or assigned a designator through the striker program will have their names removed from the Class "A" school list. Members in this category who wish to apply for an "A" school for a rating other than the one they were advanced to must follow the procedures established for members requesting a change in rate. Member disenrolled from class "A" school at their own request, for lack of application, or for misconduct, are ineligible to reapply for "A" school until 6 months has elapsed from date of disenrollment. Training commands shall prepare an Administrative Remarks, CG-3307 entry for each student disenrolled stating the reason for the member's disenrollment and whether or not it was member's own fault.
- (11) Obligated service. See Figure 3-1 for obligated service requirement. This period of obligated service will commence on the date of graduation from "A" school. Applicant's not having the necessary active duty obligated service requirement for "A" school remaining on their present contract, must reenlist or sign an Agreement to Extend Enlistment to cover the required period prior to departing their unit for school. Members disenrolled from Class "A" school at their own request, for lack of application, or for misconduct will be required to fulfill their full obligated service requirement. Personnel disenrolled for academic, humanitarian, or for the good of the Coast Guard may, upon the approval of Commandant (G-PE), have their obligated service requirement rescinded or reduced to cover the period of schooling received.
- (12) Applications.
- (a) Class "A" School Training Request Forms, CG-5286, are initiated by the member and shall be submitted via the member's chain of command to Commandant (G-PRJ). A copy of the completed request will be filed in the individual's service record.
- (b) Initial application by E-2's shall not be submitted until they have served a minimum of 4 months at their new duty station. The 4 month period will start from the date they reported aboard. Block 9 of Form CG-5286 must be a minimum of 4 months from the date shown in block 19. Applications received before the waiting period will be

- 2.A.2.a.(12) (cont'd) returned. E-3's may apply at any time. If a member desires to change their school choice, a new CG-5286 must be submitted to Commandant (G-PRJ) indicating their new choice. The new choice and signature date will take precedence over any previous request.
- (13) Command Endorsement. Commanding officers shall ensure that Part I, II (with the exception of the Battery Test Scores), and block 31 of the Class "A" School Training Request are completed in their entirety for members requesting assignment to an "A" school, prior to completing and signing Part IV (CO's endorsement). Information regarding approval/disapproval, amount of test score waiver the command has approved, or that the applicant meets the physical requirements for the "A" school should be provided in block 24.
- (a) If the applicant is applying for a classified rating "A" school, the commanding officer's endorsement must state that the applicant is a U. S. Citizen and has a satisfactory National Agency Check completed. Block 24 shall state: "SATISFACTORY NAC COMPLETED ON (DATE)."
- (b) If the Class "A" School Training Request is submitted to notify Commandant (G-PRJ) of an applicant's status change, the Commanding Officer shall ensure that Part I, II (with the exception of the Battery test scores), III, and block 31 are completed in their entirety prior to completing and signing Part IV.
- (14) Quota Allocation. Commandant (G-P) controls the class "A" school quota allocations. Commandant (G-PRJ) has been designated as the responsible division at headquarters to administer and issue quota allocations for the guaranteed school program. Guaranteed school program may be suspended at anytime. Program existence is based on current Service needs.
- (15) Waiting List. Commandant (G-PRJ) maintains the class "A" school list. These waiting lists are forwarded monthly to the Active Duty PERSRU's, Command Enlisted Advisor (CEA) of all districts, MLC's and Headquarters units. The CEA's are responsible for ensuring that these lists are distributed to the appropriate units. Questions and/or corrections shall be directed to the appropriate CEA's who shall notify Commandant (G-PRJ) of any necessary corrections. An applicant's standing on the waiting list is determined as follows:
- (a) Name of personnel enlisted under the Guaranteed Type II school (GUARSCH) program will appear on the waiting list after they have been at their first duty station for over 4 months with a code "GUARSCH". Commanding officers shall notify Commandant (G-PRJ), by message, of the advancement

- 2.A.2.a.(15)(a) (cont'd) to E-3 of personnel in this category. Upon receipt of this information, Commandant (G-PRJ) will issue orders to these members for the next available class.
- (b) Applicant's rank determine where they will be placed on the appropriate "A" school waiting list. Personnel will be ranked with all personnel in their pay grade by the date shown in block 9 (signature date) of the applicant's Class "A" School Training Request which is the date the member signs the form. This is the same for aviation school applicants and not the date the aircrew physical was taken. The exception to this rule are those personnel who advance while on the "A" school list and their new placement on the list will be by their date of advancement.
- (c) Personnel with less than 1 year in pay grade E-2 may apply for Class "A" school, however, if they do not receive orders for school or advance to pay grade E-3 within 1 year from date of advancement to pay grade E-2, their names will be removed from the waiting list. Personnel with over 1 year in pay grade E-2 are not eligible to apply for Class "A" school.
- (d) Issuance of orders to class "A" school automatically removes the applicant's name from an "A" school waiting list. If the applicant requests that these orders be cancelled, they will have to resubmit a new training request for "A" school to be placed on an waiting list. The new signature date will determine the member's position on the list. If the applicant's commanding officer requests a delay in the assignment of the member after the orders have been issued, and the request is approved by Commandant (G-PRJ), the applicant will be returned to the waiting list with their original signature date and will be issued orders to the next available class.
- (16) Codes. The following describes the codes which appear under the "Delay" column on the "A" school waiting list and how they are used.
- (a) Members assigned the following codes on the "A" school waiting list will not be issued orders for Class "A" school until the commanding officer advises Commandant (G-PRJ) that the reason for the delay code no longer exists.

ADMIN - Administrative reason - delay issuance of orders.
MEDICAL - Medical problem preventing attendance at school.
SECURE - Not granted a required security clearance.
REQUEST - Command has requested a delay of orders.

- 2.A.2.a.(16) (b) The following codes which appear on the "A" school waiting list are advisory in nature and will be removed by Commandant (G-PRJ) without input from the member or his/her commanding officer.

CHGRATE - Received approval for change in rating via "A" school.
 GUARSCH - Enlisted under Guaranteed (Type II) school program.
 INC-PHY - Aircrewman candidate physical received with aviation school application and awaiting approval by Commandant (G-KOM).
 NO-PHY - Application for aviation school from member assigned OUTCONUS unit without aircrewman candidate physical.

- (17) Type of orders issued. Upon completion of "A" School, all personnel will be reassigned by Commandant (G-PE).

- (a) Non-rated personnel ordered to class "A" school immediately following recruit training will be issued orders for Temporary Duty Under Instruction (TEMDUINS). This training is considered a continuance of their basic training and per diem is not authorized.
- (b) Petty officers/non-rated personnel ordered to a course of instruction from other than recruit training, whose course length is less than 20 weeks, will be issued orders for Temporary Duty Under Instruction (TEMDUINS) (Permanent Change of Station (PCS) for members without dependents, and Temporary Additional Duty (TAD) for members with dependents). Commanding Officers may request, by message, cancellation of TAD TONO and issuance of PCS TONO for members with dependents who have no need to return to the old duty station.
- (c) Petty officers/non-rated personnel ordered to a course of instruction from other than recruit training, whose course length is 20 weeks or more, will be issued orders for Duty Under Instruction (DUINS) and PCS.

- (18) Commanding Officer's responsibility. Upon receipt of orders for an applicant to attend "A" school, the Commanding Officer shall ensure:

- (a) The applicant has sufficient obligated service remaining on their enlistment, or extension of enlistment, to meet the minimum obligated service requirement upon graduation from "A" School. Commandant (G-PRJ) message orders will contain the obligated service requirement. Personnel not meeting the minimum obligated service requirement must either sign an Agreement to Extend Enlistment or reenlist to obtain

- 2.A.2.a.(18) (a) (cont'd) this active duty obligation prior to departing their unit for "A" School. With the exception of the ET and FT ratings, students who complete their training in less than the scheduled time may have their extension agreement changed to agree with the obligated service requirement for the actual time served under instruction. The obligated active duty service requirement for ET, FT, and GM "A" school students is 36 months. Commanding officers shall notify Commandant (G-PRJ), by message, of those applicants who do not sign an Agreement to Extend Enlistment or reenlistment so that their class "A" school orders can be canceled. Waivers of the obligated service requirement can only be granted by Commandant (G-PE) and will be dictated by the needs of the service.
- (b) The applicant has remained qualified for the training.
- (c) That pregnant personnel have a medical officer's statement stating they are physically capable to enter training and will not enter their third trimester of pregnancy prior to their graduation date.
- (d) That Aviation "A" school applicants have their original aircrewman candidate physical filed in their health record.
- (19) Cancellation of orders. Commanding officers shall advise Commandant (G-PRJ) by message, to cancel orders of any member who:
- (a) Is no longer qualified to attend school.
- (b) No longer desires school.
- (c) Has been awarded NJP, Courts-Martial or civil conviction since submitting their Class "A" School Training Request to Commandant (G-PRJ).
- (d) Has disciplinary action pending. (Commanding officers may request applicants in this category be placed in an ADMIN hold status and if cleared, be issued orders to the next available class.)
- (e) Has medical problems that will not allow attendance at school (including failure to meet weight standards or not fit for duty).
- (f) Has personal problems preventing attendance at school.
- (g) Has refused or failed the urinalysis drug test. See Personnel Manual COMDTINST M1000.6 (series), (Chapter 20.

- 2.A.2.a.(18) (h) Will not sign an Agreement to Extend Enlistment or reenlist to meet the minimum obligated service requirement for the "A" School.
- (i) Is performing below standard.
- (j) Is pregnant and will be in their third trimester prior to graduation date or physically incapable to enter training.
- (20) Delay of Orders. Commanding officers may request that Commandant (G-PRJ) delay the assignment of a member to class "A" school after orders have been issued if circumstances warrant. If approved, the member will be returned to the "A" School waiting list with their original signature date and should be issued orders to the next available class.
- (21) Medical delay of orders. Commanding officers shall notify Commandant (G-PRJ) and the appropriate training center, by message or telephone, of personnel who receive class "A" School orders and who require medical follow up stating the applicant's current situation, diagnosis, prognosis, and restrictions. Situations are handled on an individual basis since each school has unique requirements that may or may not allow for varying medical conditions. Commandant (G-PRJ) shall be notified immediately to prevent delays or major problems.
- (22) Message cancellation of orders. Message requesting cancellation or amendment of "A" School orders should be sent within five working days after receipt of orders. The following message format should be used:

FROM: MEMBER'S UNIT
 TO: COMDT COGARD WASHINGTON DC//G-PRJ//
 INFO: DISTRICT COMMANDER (IF APPLICABLE)
 REPORTING UNIT (IF APPLICABLE)
 APPLICABLE TRACEN
 APPLICABLE PERSRU
 BT
 UNCLAS//NO####//
 SUBJ: (SAME AS REFERENCE A)
 A. (ORIGINAL MESSAGE)
 1. RATING, NAME, SSN, COURSE, CLCVN DATE, AND TONO OF APPLICANT.
 2. REASON FOR CANCELLATION OR AMENDMENT AND JUSTIFICATION FOR RETURN TO WAITING LIST OR FOR AMENDMENT TO ORDERS (I.E. TONO CHANGE).
 BT

FIGURE 2-1
BASIC PETTY OFFICER COURSES (CLASS "A")

Notes in each column refer to notes at the end of Figure 2-1.

The precepts and objectives of the Coast Guard's Civil Rights/Human Relations Program shall be followed when selecting or recommending personnel for training. (See COMDTINST M5350.11 (series)).

Scores listed in the requirement column are either ASVAB or AFCT scores. The ASVAB test is administered upon initial entry in the Coast Guard and the AFCT test is the retest taken to upgrade ASVAB scores.

Course durations listed below were current when published and are subject to change.

Orders for school will contain the convening date, graduation date, and date for which a member is required to have obligated service.

1. GENERAL SERVICE.

Course	Duration	Location	Requirements
DC - Damage Controlman	13 weeks	RESTRACEN SCORE: Yorktown, VA	VE+MC+AS of 152
EM - Electrician's Mate	14 weeks	RESTRACEN SCORE: Yorktown, VA	MK+EI+GS of 152; (minimum AR of 52); Normal Color Perception SEE NOTE: 7
ET - Electronics Technician	17 weeks	TRACEN SCORE: Petaluma CA	MK+EI+GS of 171 (minimum AR of 52) Normal Color Perception SEE NOTES: 1, 6, 7
FT - Fire Control Technician	22 weeks	SERVSCOOLOOM SCORE: Great Lakes IL	MK+EI+GS of 171 (minimum AR of 52) Normal Color Perception SEE NOTES: 3, 6, 7
GM - Gunner's Mate	10 weeks	RESTACEN SCORE: Yorktown VA	AR+MK+EI+GL of 200 Normal Color Perception SEE NOTES: 6, 7
HS - Health Services Technician	20 weeks	TRACEN SCORE: Petaluma CA	VE+MK+GS of 154 Normal Color Perception SEE NOTES: 7, 10

Course	Duration	Location	Requirements
MK - Machinery Technician	11.6 weeks	RESTRACEN SCORE: Yorktown, VA	AR+MC+AS of 150 or VE+AR of 106
MST - Marine Science Technician	9 weeks	RESTRACEN SCORE: Yorktown VA	VE+AR of 115 (minimum MK of 58) HS physics & math desired
PA - Public Affairs Specialist	10 weeks	DINFOS SCORE: FT Benjamin Harrison, IN	VA+AR of 110 (minimum VE of 55) (NO SCORE WAIVER AUTH) Normal Color Perception SEE NOTES: 6, 7, 12
(Applicant's for the PA rating must have clear diction without speech defect, good grammar spelling, type at a minimum of 25 words per minute, and a screening process is required.)			
QM - Quartermaster	11 weeks	RESTRACEN SCORE: Yorktown VA	VE+AR OF 108 and (minimum AR of 55) NO+CS of 101 Normal Color Perception SEE NOTES: 6, 7
RD - Radarman	12 weeks	RESTRACEN SCORE: Yorktown VA	VE+AR of 106 (minimum AR of 53) NO+CS of 101 Normal Color Perception SEE NOTE: 6 Vision correctable to 20/20
RM - Radioman	18 weeks	TRACEN SCORE: Petaluma CA	VE+AR of 106 and NO+CS of 101 Normal Hearing (30/30) Background Investigation SEE NOTES: 6, 7, 11
SK - Storekeeper	9 weeks	TRACEN SCORE: Petaluma, CA	VE+AR of 101
SS - Subsistence Specialist	12 weeks	TRACEN SCORE: Petaluma, CA	VE+AR of 106 Cleanliness

Course	Duration	Location	Requirements
TT - Telephone Technician	19.3 weeks	TRACEN SCORE: Petaluma CA	MK+EI+GS of 171 (minimum AR of 52) Normal Color Perception SEE NOTES: 1, 6, 7
YN - Yeoman	9 weeks	TRACEN SCORE: Petaluma, CA	VE+AR OF 106 and NO+CS of 101 SEE NOTE: 6

2. RESERVE.

BM - Boatswain's Mate	7 weeks	RESTRACEN SCORE: Yorktown, VA	VE+AR of 101 Normal Color Perception Normal Hearing SEE NOTE: 5, 7
PS - Port Securityman	10 weeks	RESTRACEN SCORE: Yorktown, VA	VE+AR of 101 SEE NOTE 5, 7

3. AVIATION. Applicants must volunteer for aviation duty, have no greater than 20/100 vision correctable to 20/20, normal color perception and normal hearing. NOTES 4, 6 and 7 apply to all aviation "A" schools.

Course	Duration	Location	Requirements
AD - Aviation Machinist's Mate	15 weeks	AVTECHTRACEN SCORE: Elizabeth City NC	AR+MC+AS of 166 (minimum AR of 52) Final SECRET Clearance
AE - Aviation Electrician's Mate	18 weeks	AVTECHTRACEN SCORE: Elizabeth City NC	MK+EI+GS of 171 (minimum AR of 52) Final SECRET Clearance

Course	Duration	Location	Requirements
AM - Aviation Structural Mechanic	19.3 weeks	AVTECHTRACEN SCORE: Elizabeth City NC	AR+MC+AS of 157 (minimum AR of 52) Final SECRET Clearance
ASM - Aviation Survivalman	18 weeks	AVTECHTRACEN SCORE: Elizabeth City NC	VE+MC+AS of 159 (minimum AR of 52) Final SECRET Clearance
AT - Aviation Electronics Technician	22 weeks	AVTECHTRACEN SCORE: Elizabeth City NC	MK+EI+GS of 171 (minimum AR of 52) Final SECRET Clearance

NOTES

1. ET Class "A" school consists of a "core" phase followed by a matrix track module of 1 to 25 weeks' duration. Each track develops the student's skills in specific equipment families, using representative pieces of electronic gear. Assignment to a particular track module is contingent upon the student's anticipated first field assignment as a technician. Obligated active duty service requirement for personnel attending ET "A" school is 36 months.
2. TT Class "A" school consists of an electronics fundamental course followed by a module specializing in the telecommunication area, including: teletype cable splicing, telephone systems, cable land lines, intercommunications systems and switchboards.
3. FT Class "A" School consists of an 8 to 10 week self-paced course on basic electricity/electronics, followed by 26 weeks of technical fire control classroom studies. Obligated active duty service requirement for personnel attending FT "A" school is 36 months.
4. Commanding officers shall ensure that the applicant has completed an aircrewman candidate physical in accordance with Article 3-J-9, USCG Medical Manual COMDTINST M6000.1 (series) prior to application for Aviation Class "A" School. Personnel OUTCONUS may apply for an aviation school without completing the aircrewman candidate physical but must have a completed one on file before they will be selected for training. Aviation personnel who are changing their rate to another aviation rating do not have to fulfill this requirement.
5. The Boatswain Mate and Port Securityman Class "A" Schools, located at CG Reserve Training Center, Yorktown are normally utilized by Reserve personnel and will be scheduled as needed.

6. Personnel requesting assignment to classified rating school must be eligible for a Final Secret Clearance in accordance with COMDTINST 5520.9 (series). Commandant (G-PRJ) will process Final Secret Clearance requests to DON CAF as necessary when orders are issued.
7. Member must meet certain medical requirements, i.e. normal color/depth perception, normal hearing or specific vision requirements as outlined in Chapter 3, USCG Medical Manual COMDTINST M6000.1 (series).
8. Members who have been found guilty of trafficking or using illegal drugs, including marijuana, or who have lost a job, been suspended from school or college, or received treatment for alcohol or drug abuse, are not eligible for assignment to HS Class "A" School. Members must possess and maintain a valid State vehicle operator license to be eligible for assignment as an HS.
9. Applications for Radioman Class "A" School shall include forms necessary to initiate a Special Background Investigation (SBI) as outlined in the Military Security Program Manual COMDTINST M5510.16 (series).
10. PA "A" School applicant screening. All applicants for PA "A" School shall be screened for knowledge of the English Language (usage), basic writing skills, appearance, military bearing, maturity, attitude, awareness of PA duties, assignments, prior Education and Experience, speech clarity, and their motivation for becoming a PA. Screening must be completed prior to member requesting application for PA "A" school. (Forms and instructions for interviews and resumes are available upon request from Commandant (G-CP/P), U. S. Coast Guard, Washington, DC. 20593-0001.)

Personnel seeking assignment to PA "A" School shall be interviewed by their commanding officer, or the nearest public affairs officer, and must complete a short essay and resume form in the presence of the interviewer. These screening packages will be forwarded with the "A" school application. Screening packages will be reviewed by Commandant (G-CP) who will approve or disapprove the member's request. Personnel selected for PA "A" school will be placed on the PA "A" School waiting list.

Personnel not recommended for assignment to PA "A" School will be encouraged to seek corrective training, on their own time, to improve their weak areas. Personnel not recommended may reapply for PA "A" School after a period of 6 months from last submission date.

The Defense Information School administers an English proficiency examination to all incoming students which must be passed for entrance into the school. Personnel who feel they need refresher English training are encouraged to take an English class before applying for PA Class "A" School.

FIGURE 2-2

OBLIGATED SERVICE AFTER COMPLETION OF CLASS "A" SCHOOL

COURSE DURATION (WEEKS)	REQUIRED SERVICE (MONTHS)
0-12	24
13	25
14	26
15	27
16	28
17	29
18	30
19	31
20	32
21	33
22	34
23	35
Over 23	36

NOTE

ET, FT, and GM Class "A" Schools require 36 months of obligated service.

INSTRUCTIONS FOR COMPLETING FORM CG 5286

(TO ENSURE ACKNOWLEDGMENT COPY OF FORM CG-5286 IS RETURNED TO UNIT, ENTER UNIT ADDRESS ON BACK OF APPLICATION HARD COPY).

PART I - INDIVIDUAL INFORMATION

- | | |
|------------------------------|--|
| 1. NAME (Last, Initials) | Complete as indicated. |
| 2. SOCIAL SECURITY NUMBER | Member's social security number
(Read Privacy Act Statement on back of form) |
| 3. PAY GRADE | Check appropriate block. |
| 4. SEX | Check appropriate block. |
| 5. SCHOOL REQUEST(s) | Enter desired school in block a.
(Do not fill in blocks b and c) |
| 6. MINORITY CODE DESIGNATION | Check appropriate box |
| 7. STATUS | Check appropriate box. If "YES" checked,
specify schools attended in block 8. |
| 8. REMARKS | Appropriate remarks |
| 9. DATE | Date applicant signs request. |
| 10. SIGNATURE | Applicant signs. |

PART II AND PART III- UNIT INFORMATION

- | | |
|---------------------------|--|
| 11. UNIT NAME | Enter unit name. |
| 12. OPFAC | Enter unit OPFAC number |
| 13. LOCATION | Check appropriate box |
| 14. UNIT PHONE NO. | Enter unit FTS and Commercial phone no. |
| 15. QUALIFYING SCORES | Leave "BATTERY TEST SCORES" section
blank. Enter all (11) ASVAB SCORES. |
| 16. WAIVER REQUIRED | Check appropriate box. |
| 17. FLIGHT PHYSICAL | Check appropriate box.
Non-aviation applicants check "N/A". |
| 18. HQ USE | Leave blank. |
| 19. DATE REPORTED | Enter date applicant reported to
present unit. |
| 20. ENLISTMENT EXPIRATION | Enter date the applicant's current
enlistment expires. |
| 21. STATUS CHANGE | Do not use for "ADVANCEMENT", "TRANSFER"
OR "DISCHARGED." FOR OTHER REASONS,
EXPLAIN FULLY IN REMARKS. |
| 22. REMARKS | Explanation of item check in 21. |

PART IV - CO ENDORSEMENT

- | | |
|------------------------|---|
| 23. APPROVE/DISAPPROVE | Check appropriate box. |
| 24. REMARKS | CO remarks, statement on NAC,
etc. (Use block 28 if more
space required). |

PART IV - CO ENDORSEMENT (con't)

25. DATE Date CO or representative signs form.
 26. SIGNATURE Add "By direction" if other than CO signing form.

PART V - DISTRICT ENDORSEMENT (IF REQUIRED BY DISTRICT)

27. FORWARDED/RETURNED Check appropriate box.
 28. REMARKS Self explanatory
 29. DATE Date district representative sign form
 30. SIGNATURE Signature of district representative

COMPLETED BY UNIT YEOMAN

31. UNIT ADDRESS Unit address of applicant

COMPLETED BY HQ PERSONNEL

32. DATE RECEIVED AT HQ Completed by Headquarters.
 33. POSITION ON LIST Not used.

b. Enlisted Rating Correspondence Courses:(1) Description:

- (a) Enlisted rating courses provide training required for advancement in all Coast Guard ratings and assist the individual in training work skills. The use of rating courses may assist units in meeting their training needs. When advancement to petty officer is not obtained through a Class "A" course, specific correspondence courses and performance qualifications must be completed prior to sitting for and passing servicewide examinations. Correspondence courses available to non-rated personnel include: EM3, DC3, EM3, MK3, PS3, QM3, RD3, SK3, SS3, YN3, FN and SN.
- (b) Correspondence courses require students to complete a course of instruction consisting usually of text material, work assignments in the form of objective type questions, and an end-of-course test which determines student grades.
- (c) Enrollment in a correspondence course obligates the student to complete the lessons within a set time limit and to take the end-of-course test to complete the course.

- (2) Course Availability. Enlisted rating correspondence courses may be obtained from the Coast Guard Institute, Post Office Substation 18, Oklahoma City, OK 73169.

2.A.2. c. VACANT

d. Officer Aviation Program:

(1) Flight Training:

- (a) Description. Flight training prepares officers for aviation duty. Training consists of preflight (ground and sea survival training) course work followed by primary and intermediate flight training in a basic flight training aircraft. Advanced flight training involves specialization in fixed-wing (multi-engine) aircraft or helicopters while continuing ground course work. Once designated a Coast Guard aviator upon completion of flight training, follow-on transition training into Coast Guard aircraft is provided. (See Enclosure (1)).
- (b) Duration. The average duration of training is 15 months.
- (c) Location. Basic flight training is conducted at Naval Air Station (NAS) Pensacola, FL. Advanced helicopter training is also at NAS Pensacola, and advanced multi-engine fixed-wing training is conducted at NAS Corpus Christi, TX.
- (d) Eligibility/Prerequisites:
 - 1. All Coast Guard officers on active duty, except RPA's, are eligible for flight training within the following limitations:
 - a. Age: an applicant must not have attained age 28 prior to the time of enrollment in flight training.
 - b. Physical Requirements: an applicant must meet the physical standards as established by Article 3-J-7 of the Medical Manual COMDTINST M6000.1 (series).
 - c. Aptitude: an applicant must pass the U. S. Navy and Marine Corps Aviation Tests.
 - 2. The following criteria apply to years of commissioned service:
 - a. Academy graduates may be assigned to flight training after 1 year of commissioned service.

2.A.2.d.(1)(d)2.

- b. All other officers are eligible for assignment to flight training upon receiving their commissions.

(e) Application Procedures:

1. Officers may apply at any time, however, actual assignment of flight training will not occur until selected applicants meet all eligibility requirements.
 - a. Academy and OCS graduates may submit applications immediately after commissioning.
 - b. OCS candidates may apply per Chapter 1 of the Personnel Manual COMDTINST M1000.6 (series).
2. Applicants who desire flight training shall arrange, through normal channels, for the administration of the flight physical and the U.S. Navy and Marine Corps Aviation Selection Test. Flight physicals may be conducted at any military installation capable of administering it per Chapter 3, Medical Manual COMDTINST M6000.1 (series). For further information on the test see Section 1-I, Personnel Manual COMDTINST M1000.6 (series).
3. Applicants shall forward letters requesting flight training, in a format similar to that found in Paragraph 3.B.5., to the Commandant (G-PO-3) via the chain of command, with the original and one copy of the flight physical examination. Applicants should ensure completeness of flight physicals (forms SF-88 and SF-93). The most common omission is: Item #60 - cycloplegic refraction.
4. Applicants shall include a positive statement that they understand and accept the minimum service requirement of Subparagraph 2.A.2.d.(1)(f) below.
5. Commanding officers shall endorse applications with an opinion of the officer's suitability for flight training and a specific recommendation. This endorsement weighs heavily in the selection process.

2.A.2.d.(1)(e)

6. District commanders function as quality control check points by ensuring completeness and correctness of applications (and physicals). Recommendations shall include any information which would affect a decision on the request.
7. TAD orders ordinarily will be issued to all INCONUS, and some OUTCONUS, selectees for a second flight physical at Naval Aeromedical Institute (NAMI), Pensacola, FL.
8. Enrollments in flight training are based upon the needs of the Service.

2.B.1.c(12)(c)1.d.

- (2) (cont'd) leave in excess of 15 days during the 6 month training period will not normally be granted.
- (3) Health records will be kept by the district commander or the trainee as prescribed by the district commander. Physical examinations will be arranged for as prescribed by current regulations.
- (4) Trainees will submit reports as required by the Officer Evaluation System (OES), directly to Commandant (G-MPS)

e. Training Reports:

- (1) Midway through and upon completion of assignment, the trainee will submit training reports directly to Commandant (G-MPS). These should be objective in nature and should include a summary of the trainee's experience as well as problems or subjects of particular significance encountered. While the format and length will vary with the individual, brevity consistent with completeness is desired.
- (2) The final training report should include constructive recommendations the trainee might have for improving the Industry Training Program, comments on major lessons learned, and feedback on industry perspectives of the PSS and MER programs.
- (3) Information contained in the training report is For Official Use Only and will not be reprinted without the approval of sponsor, trainee, and Commandant (G-MPS).
- (4) Trainees will submit a research paper on a topic pertinent to the PSS Program. The paper will normally be submitted with the final training report. Use of a diary approach for record keeping will assist the student and provide a convenient reference for the training reports.

2. Duration: 6 months.

2.B.1.c.(12)(c)

3. Location: Port authorities in 9 Atlantic, Pacific, and Gulf ports.
4. Eligibility/Prerequisites: Selection will be from LT and LCDR applicants with background in, or interest in assignment to, port safety and related billets. Apply per paragraph 3.B.5.
5. Assignments:
 - a. Trainees are assigned in various ports. Prior to reporting, trainees will be assigned TAD to Commandant (G-MPS) for a briefing on the goals of the program and its relationship with other Coast Guard Programs.
 - b. Officers are assigned for administrative purposes to the Coast Guard district having jurisdiction in the area in which the training is to be conducted. Insofar as possible, trainees will be assigned to port safety duty in the port area in which trained, or at a port of similar marine activity to the one where training was obtained.
 - c. Travel orders for TAD during training may be funded by Commandant (G-PRF).
- d. Specialized Training - Civilian: Information regarding specific programs, schools, courses, durations, eligibility requirements, prerequisites is given in Section 3.C.

2. Chief Petty Officer's Academy.

- a. The Chief Petty Officer (CPO) Academy is the premier Coast Guard leadership and management training program available to enlisted personnel in pay grades E-7 through E-9. It provides Coast Guard Chief Petty Officers, Regular and Reserve, with a thorough understanding of their role as leaders, managers, advisors, and educators as directed by Public Law 85-422 of 1958. This law established the senior enlisted pay grades E-8 and E-9 in the Armed Forces. It outlines the roles of Master and Senior Chief Petty Officers as senior enlisted technical or specialty administrators and mandates responsibilities in organizing, directing, and coordinating various Coast Guard programs within their ratings.
- b. Additional information on the Chief Petty Officer's Academy can be found in COMDTINST 1500.15 (series) and from the program manager, Commandant (G-PRF).

COMDTINST M1500.10B

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C. General Training.

1. General Military Training is that training conducted at the unit level on common subject of importance to the military life style and the physical safety and well being of personnel. Such training is conducted during regularly scheduled training periods. Subjects include but are not limited to: First Aid, UCMJ, Drug Education, Life Saving, CPR, etc. Each unit should develop a check off list of permanent training items including General Military Training.
 - a. First Aid and Health. Requirements for conducting first aid training are stated in the Medical Manual, COMDTINST M6000.1 (series), Section 9-A-4. Information and lesson plans are presented in the Syllabus of First Aid & Health Lesson Plans, COMDTINST M6000.3 (series).
 - b. Drug and Alcohol. Contact Commandant (G-KOM) for further information.
 - c. Code of Conduct for Members of the Armed Forces of the United States:
 - (1) The President, by Executive Order 10631 of 17 August 1955, as amended (shown in Figure 2-6), prescribed a Code of Conduct which applies to each member of the Armed Forces of the United States who may be exposed to capture or become a prisoner of war. The President directed that they be instructed in its salient features. In signing the order, the President states: "No American prisoner of war will be forgotten by the United States. Every available means will be employed by our Government to establish contact with, to support and to obtain the release of all our prisoners of war. Furthermore, the laws of the United States provide for the support and care of dependents of members of the Armed Forces including those who become prisoners of war. I assure dependents of such prisoners that those laws will continue to provide for their welfare."
 - (2) All officers and enlisted personnel shall become fully acquainted with the Code and its meaning. Commanding officers and officers in charge will institute training programs designed to clearly present a realization to the service member that the full and loyal observance of the spirit and letter of the Code is in the best interest of the country, the Coast Guard, his or her shipmates, and the member. Instruction in the Code must be emphasized by commands training personnel upon original entry into the Service or having personnel entering zones of combat.

- 3.B.15 c. Advanced General Practice Dental Residency. A 2 year program for USPHS dental officers detailed to the Service. The first year entails a residency program followed by an intensive academic year leading to a MS degree. Applicants must have a minimum of 2 years service and will incur a 4 year obligation from completion date of training. Additional information can be obtained from the program manager, Commandant (G-KOM).
- d. Advanced Practice and Medical Residency Training. A 2 year program for USPHS physicians. Primary emphasis is in family practice, but training in general internal medicine, occupational medicine and aerospace medicine can be requested. Applicants must also have applied to the residency programs of their choice and must meet the program requirements (including participation in the match program, if applicable) before requesting residency training. Applicants should have a minimum of 2 years service. Physicians accepted for the program must agree to serve a minimum of 4 years in the Coast Guard Health Services Program upon completion of the training. Selection will be limited to those physicians who have not completed an initial medical residency. Additional information can be obtained from Commandant (G-KOM).
- e. Armed Forces Staff College. The Armed Forces Staff College at Norfolk, VA. provides 5 months of education to meet 2 objectives. First, to graduate students trained as joint staff officers who understand the intricacies of joint/combined operational planning and who understand the organization, operations, and responsibilities of the Joint Chiefs of Staff, unified, specified, and combined commands of the U. S. Armed Forces. Concurrently, development of a better understanding and closer working relationship among the officers of the U. S. Military Services, Allied officers from other nations, civilians from selected U. S. government agencies, and their families. Classes convene in August and February. Lieutenant Commanders interested in subsequent assignments in operations or readiness staff at Headquarters, area or district offices, or in military liaison assignments should consider this program. The panel selects approximately four officers per year. Interested applicants should contact the program manager, Commandant (G-PO).
- f. United States Army Sergeants Major Academy. The Sergeants Major Academy offers to outstanding E-8's and E-9's a demanding 22 week course of instruction at Fort Bliss, TX, in military/world studies, leadership, and resource

- 3.B.15 f. (cont'd) management which prepares professional noncommissioned officers to assume positions of increasing responsibility in their services. The curriculum has electives and work/study options allowing students to work towards an Associate of Arts Degree. Applicants must have a minimum of 15 years service and all E-8 applicants must have completed at least 1 year time in grade. A secret clearance is required upon entry into the course. Assignment to the Sergeants Major Academy will be PCS with Government housing available and provided if necessary. Classes convene in January and August.
- (1) Applications should be in letter form to Commandant (G-PRF). The letter shall include, in the applicant's own words, the reasons for requesting the appointment. It shall also include the salient features of the applicant's career described in detail. If there is a preference between the two classes, it should be noted. A recent full length, side view, black-and-white photograph of the applicant is also required. Most applications will be from two to four pages in length. Command endorsements shall specifically address the applicant's suitability, keeping in mind that the selectee will be an important and highly visible representative of the Coast Guard. A selection panel, which shall include the MCPO-OG as a permanent member, will convene annually and may select two candidates for the subsequent year's sessions.
- g. Aviation Engineering Programs. Advanced education for engineering personnel in the aeronautical engineering discipline is divided into three programs. Normally, postgraduate work is accomplished at Purdue University, but other schools are occasionally used. Completion of the Aircraft Maintenance Officer Training Program (see Chapter 2) is a prerequisite for selection to the below listed Aviation Engineering Programs.
- (1) Aviation Engineering Administration. Study leading to Master of Science in Industrial Administration (MSIA) (12 months). This program, offered by the Department of Management of the Krannert Graduate School is designed to exploit the specialized knowledge and skills acquired by students earning degrees in undergraduate programs such as engineering and science. It provides an opportunity for the student to begin to understand and develop useful managerial skills in each of the major functional areas of management such as accounting, financial management, management problem reports, labor relations, operations management, and

3.B.15.g.(1)

(cont'd) strategic planning. One of the major purposes of each course is to help the student form the habit of examining problems from an overall administrative point of view. One or two officers are selected annually.

- (2) Aeronautical Engineering. Study leading to a Master of Science in Aeronautics and Astronautics (MSAA) (24 months). The graduate programs of study in the School of Aeronautics and Astronautics are designed to provide the student with a fundamental knowledge of scientific principles and techniques and their application to the solution of engineering problems. The areas of emphasis include structure and materials (elasticity, fracture mechanics, waves, dynamics, finite elements, material properties, experimental mechanics, and composite materials), and propulsion engineering (basic structural engineering program with emphasis in engine design, high temperature metallurgy, and performance). One officer is selected annually.
- (3) Avionics Engineering. Study leading to a Master of Science in Electronics Engineering (MSEE). Graduate program involving study in the areas of optimum control theory, digital process control, decision and control under uncertainty, artificial intelligence, biomedical engineering, active networks, non-linear system theory, digital filters, linear graphs, computer-aided circuit design, statistical communications theory, analog and digital communications systems, information theory, computer circuits and microprocessor systems, formal languages, pattern recognition, electromagnetic field theory, microwaves, antennas and propagation, quantum electronics, semiconductor materials and devices, integrated solid state devices, microwave acoustics, electromechanical systems, energy conservation, transportation systems, remote sensing, human factors engineering, and aeronautical systems. A Bachelor of Science in Electronics Engineering (BSEE) (24 months) program is also available for those students who do not already possess a BS degree. One or two officers are selected annually.
- (4) All advanced degree (MSIA, MSAA, MSEE) holders are considered Aircraft Maintenance Specialists as well as experts in their postgraduate field. In general, they can expect tours at AR&SC, Commandant (G-EAE) and at an Air Station as EO or Assistant EO in some sequence following degree attainment. It is desirable to have the operational tour fall between the two staff assignments. Additional information can be obtained from the program manager, Commandant (G-EAE).

- 3.B.15. h. Civil Engineering. A program located at the University of Illinois at Champaign-Urbana. The program consists of three full semesters plus one summer term (totaling about 17 months) and normally leads to a MS in Civil Engineering. The program provides an opportunity for limited specialized study, enables the graduate to become registered as a Professional Engineer, and enhances related general engineering and managerial skills. Billets for civil engineers are currently available in MLCs, in facilities engineering branches at fifteen major shore commands, two regional Facilities Design and Construction Centers, and Headquarters. Duties involve the full range of problem-solving, planning, and management required to design, construct, and maintain the Coast Guard's shore facilities. Primary selection emphasis will be in the ENS through LT grades. The panel selects approximately nine officers per year. A few Civil Engineering ENS/LTJG billets are available to officers before they attend postgraduate school. To be consider for them, send an updated Assignment Data Card (ADC) to Commandant (G-PO). For information contact Commandant (G-ECV).
- i. Engineering Physics. Students are trained at the Naval Postgraduate School in Monterey, California for 24 months in the areas of optics, acoustics, and electrical engineering, leading to the award of a Degree in Physics. The program allows any specialization within the Physics Department. Graduates can expect a career with such diverse assignments as Headquarters (G-ECV or NSR), district (oan), MLCs, and the R&D Center. Rotational tours are available at all grades. Primary selection emphasis will be in the LTJG and LT grades. At least one officer is chosen annually. The program manager is Commandant (G-ECV).
- j. Environmental Management. The growing complexity of the Coast Guard's marine environment and port safety programs necessitates a postgraduate training program which provides skill in natural resource policy analysis and program planning. The education offered through the Environmental Management program is intended to meet these needs. The primary school for this program is the University of Michigan. The 16-month program leads to a Master of Science in Natural Resources with a specialization in natural resources policy and administration of a related area. Areas of study include economics, quantitative methods, policy and administration, natural resource management, statistics, and related environmental courses. Various schools will be considered; selection of a school may be based on geographic location, taking into consideration such factors as PCS, tuition costs, and subsequent assignment. Graduates of the Environmental Management program can expect future billets in Headquarters (G-M) and district officers (M), coupled with field tours at MSOs. Primary selection emphasis will be in the LT grades (LTJGs and LCDRs will be considered) with at least one tour in the M (or old W) program. Approximately three officers are selected annually. For additional information, contact Commandant (G-MSP-3).

3.C.6. f. Commerce Science and Technology Fellowship Program:(1) Description:

- (a) This program is offered by the Department of Commerce for executive career development. It broadens the policy making and managerial experience of selected scientific staff. It also encourages participation by a few persons in nonscientific and technical areas who are executives or have demonstrated executive level potential.
- (b) Fellows are assembled for a study of issues related to the development and application of science and technology and the role of scientific endeavor in world events. Fellows are detailed to selected assignments to expose them to program management at the highest government level. Typical are assignments to staff positions in policy development groups of major executive or congressional agencies or staffs. Fellows assemble regularly for special programs and half day seminars held on a weekly basis. Seminars may also take short tours of industries or facilities near Washington. Two major field trips are planned to visit government facilities and private industries in other areas of the country. Also included are a week of meetings with members of Congress and staff on Capitol Hill and attendance at the Brookings Institution Public Policy Conference in Williamsburg, VA.

(2) Duration: 10 months(3) Location: U.S. Department of Commerce.(4) Eligibility/Prerequisites:

- (a) Grade GS-14 and above (exceptional GS-13's may be considered).
- (b) Fellows are selected through agency recommendation procedures, based on technical and managerial skills, and potential for participation in the management of technical policies of the future.

D. Continuing Education:1. Coast Guard Tuition Assistance Program.

- 3.D.1. a. Description. The Coast Guard tuition assistance program is designed to assist military personnel in broadening their academic or technical background by providing funding for their off-duty independent education. Personnel may enroll in off duty courses at educational institutions that are accredited both by the Department of Education and by an agency approved by the Council on Post-secondary Accreditation (COPA). Accredited high school courses leading to a high school diploma may only be taken by personnel who do not have a high school diploma or its equivalent. The only correspondence courses eligible for funding under this program are those listed in the DANES Independent Study Catalog (DISC).
- b. Eligibility. All Regular Coast Guard personnel and Reserve Coast Guard personnel on active duty (other than active duty for training) who meet the minimum obligated active duty service obligation requirement are eligible to participate in the program.
- c. Application. Prior to making application for tuition assistance, individuals should confer with their Education Service Officer (ESO) concerning a program suited to their needs, interests, and abilities and which would allow them to attain their personal or professional goals.
- (1) Once an individual decides on a course of study, they must make application to the institution they wish to attend and be accepted into the desired course of study.
 - (2) Where semester or quarter hours are not established for a course, consult with officials of the institution for an estimated equivalent. Credit for post-secondary work must be equated to semester or quarter hours. Tuition Assistance cannot be granted for work measured in Continuing Education Unit's (CEU's).
 - (3) Application for Off-duty Tuition Assistance, CG-4147 must be forwarded via the chain of command to the approving authority with sufficient copies so that an original and two copies reach the approving official.
 - (4) Commanding officer's endorsement must contain a recommendation for approval or disapproval of the request, stating whether the applicant has the

- 3.D.1.c.(4) (cont'd) capabilities or does not have the capabilities to complete the course, and that the applicant's duty assignments will not prevent them from attending the course.
- (5) Applications must be submitted well in advance to allow sufficient time for processing and for return by the approving authority prior to the date of registration to permit issuance of purchase order. Funds will be charged against the fiscal year in which the application was approved. The approving authority shall notify the applicants of their decision to approve or disapprove their request prior to the class start date so that if funding is not available the member may drop the class without penalty. Approval of tuition assistance does not guarantee that a member will remain at a given duty station until the course has been completed.
- (6) Personnel assigned to the Academy, Training Center Petaluma, Training Center Cape May, Reserve Training Center Yorktown, Institute, Supply Center, Aviation Training Center Mobile, Aviation Technical Training Center Elizabeth City, Electronics Engineering Center, Aircraft Repair and Supply Center, Pay and Personnel Center, the Yard, Information Systems Center Alexandria, Activities Europe, Facilities Design and Construction Centers, and Maintenance Logistics Commands shall submit their applications directly to their commanding officer for approval. Personnel assigned to Headquarters, Air Station Washington, Marine Safety Center or the Pollution Control Fund Center shall submit their applications to Commandant (G-CAS) for approval. All other Headquarter units or OG Representatives assigned to units outside the Coast Guard shall submit their applications to the district commander in which they are located for approval. All other units shall submit their applications requests via their chain of command direct to their district commander.
- d. Active Duty Service Obligation. Personnel using this program must have a minimum of 12 months remaining on their active duty contract from the start date of the class. Enlisted applicant's not meeting this requirement must execute an Agreement to Extend Enlistment or reenlist to ensure they meet the minimum obligated active duty service requirement prior to approval of their request. A copy of the Agreement to Extend Enlistment or reenlistment contract

- 3.D.1.d. (cont'd) must accompany the applicant's request for tuition assistance. Officers can meet this requirement by stating in a letter that if their request is approved, they will not request release from active duty until they have met the minimum obligated active duty service requirement. The letter shall be addressed via the chain of command to Commandant (G-PO) and shall accompany their request for tuition assistance. The 12 month obligated active duty service requirement for personnel taking a correspondence course through DANTES will be computed from the date of course application.
- e. Tuition. Maximum amount of tuition assistance payable to an individual is 100 percent of the costs incurred for a non-high school graduate enrolled in an off-duty high school completion programs and 75 percent of the total tuition cost for all other programs. The maximum allowable tuition assistance available to any one individual in a fiscal year may not exceed 100 percent of the tuition costs for the most expensive 9 credit hours of graduate level work within district geographic limits. It is the responsibility of those units administering the program to keep abreast of changes in tuition rates within their boundaries. Tuition assistance shall not be provided for more than six semester hours or nine quarter hours taken concurrently in a semester, or for any course longer than 18 weeks at any one time. The cost of books and fees will not be funded. Tuition assistance for correspondence courses listed in the DANTES Independent Study Catalog (DISC) may only be paid upon successful completion of the correspondence course. Payment for correspondence courses cannot be guaranteed and will depend upon the availability of funds at the time of course completion. Payment for cost of correspondence courses can only be paid if the individual is on active duty at the time of course completion. Applicant's must immediately notify the approving authority, with full explanation, if they fail to enroll in the course, withdraw from the course, enroll in a course which has not been approved by the authorizing official, or receive an academic failing grade. The approving authority will determine if reimbursement will be required and will take the necessary action to recoup the funds.
- f. Priority of Funding. Since AFC-56 funding is usually not large enough to cover all requests received, the following priority of funding shall be adhered to: (1) adult education courses leading to a high school diploma, (2) college level courses or technical training which contribute

- 3.D.1.(f) (cont'd) to the professional/technical capabilities of the individual and/or benefit the Coast Guard, (3) college level resident courses which lead to an associate, baccalaureate, or higher degree (with priority given to associate and baccalaureate program courses). Those administering the program are encouraged to contact Commandant (G-PRF) if questions arise.
- g. Purchase Orders. Approving authority shall issue a Request, Authorization, Agreement and Certification of Training, SF-182, charged to their AFC-56 funds for their portion of the tuition cost of the approved training. Information and instructions to the payees and students about payments, proper certifications, acknowledgments, acceptances, requests for student progress reports, certification of student upon completion, withdrawal, transfer, etc., must be fully covered in the purchase orders. Students must retain their copies of the purchase order until completion of or withdrawal from training, and then complete and return them to the approving authority. To alleviate the hardship of paying tuition up front, applications for tuition assistance shall be approved/disapproved prior to start of class. Unit AFC-56 managers should develop agreements with the schools finance offices to accept a SF-182 for tuition payment. The schools must furnish an invoice for the course(s) with a copy of an approved SF-182 to the Finance Center as shown in item 25 of the SF-182. The SF-182 document number must appear on the school invoice. The Finance Center will make payment to the school which eliminate the hardship of a member paying up front and waiting for reimbursement.
- h. Thesis/dissertation Research. Tuition assistance for thesis or dissertation research shall be limited to 75 per cent of the tuition cost charged by the institution for the course.
- i. Correspondence courses. An individual must apply for the DANTES Independent Study Catalog (DISC) course on Form DD-2004, which must be signed by the individual's Education Services Officer. A copy of the application should be retained by the individual and must accompany any request for reimbursement, evidence of payment for the course and course completion. Request for reimbursement for a completed independent study course should be made by submitting an Application for Off-Duty Tuition Assistance, CG-4147, and a Claim for Reimbursement for Expenditures on Official Business, SF-1164. Courses must be completed within 1 year from the date of enrollment or the institution's time limit, whichever is less. Application for reimbursement must be made within 90 days of course completion.

- 3.D.1. j. Withdrawal/Disenrollment. An individual who withdraws or is disenrolled from an approved course shall submit a letter via his/her commanding officer to the approving authority explaining the situation. Individuals who withdraw or disenroll from approved courses after registration normally shall repay all costs incurred by the Coast Guard. This may not be required if the reason for withdrawal is due to hospitalization, PCS, TDY, or a change in military duties or assignments. When the withdrawal requires reimbursement to the government, the individual shall be so advised by letter and provided instructions for transmitting repayment to the designated collection clerk. A copy of the letter will be furnished to the accounting office of the district or Headquarters unit to establish a refund receivable for the amount due from the individual. Refunds received will be deposited in the U.S. Treasury for credit to the Coast Guard operating expenses appropriation and the subhead allotment which financed the training authorization.
- k. Discharge. An individual who is discharged prior to completing the approved course and/or prior to completing the 1 year service obligation shall repay all costs incurred by the Coast Guard with the exception of those individuals who: are involuntarily discharged for reason of Convenience of the Government in connection with a reduction in force; are separated or retired by reason of physical disability, illness, injury, or other impairment incurred in the line of duty and not due to misconduct; or receive a hardship discharge.
1. Dual Benefits. Those individuals entitled to VA education assistance may use Coast Guard tuition assistance concurrently. Specifically, Coast Guard tuition assistance may be used to defray the tuition for one course and VA benefits to defray the cost for another course in the same semester/quarter. Under no circumstances, however, may both tuition assistance and VA education assistance be used for the same course.
2. Servicemember's Opportunity College (SOC).
- a. Description.
- (1) The Servicemember's Opportunity College (SOC) consortium is comprised of a flexible network of colleges and universities each of which has a tailor-made product designed to meet the uncommon needs of service members.

- 3.D.2.a. (2) SOC's member institutions across the country and overseas have recognized and responded to the expectations of service members for adult continuing education. In return, the student service member is helping these institutions to understand the expectations of a growing adult constituency across the country. Together the student service member and institutions of higher education are working to open the doors of education in new and better ways.
- (3) SOC is a growing network. More and more institutions are seeking to provide effective education to adults. More are

